

**BILLINGS INTERAGENCY  
FIRE CACHE  
ANNUAL OPERATING PLAN  
2012**

REVIEWED 03/08/12



**Billings Fire Cache  
551 Northveiw Dr.  
Billings MT, 59105**



**BILLINGS INTERAGENCY**

**FIRE CACHE**

**ANNUAL OPERATING PLAN**

**Recommended by:**

**Billings Fire Cache Manager**

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**James Chapman**

**Approved By:**

**NRCG  
OPERATIONS COMMITTEE**

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**NRCG OFFICER**

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**NR Supply Management Officer  
Patrick Nooney**

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**NRCG OFFICER**

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**NRCG OFFICER**

## Billings Interagency Fire Cache Annual Operating Plan

**This is a cache-specific document describing the parameters for support levels, staffing levels, budget cycles, funding, servicing area, customers, and daily operations.**

### THE BILLINGS FIRE CACHE (MT-BFK)

The Billings Fire Cache (MT-BFK) is a Type II Interagency Support Cache, located in Billings, Montana. BFK was established in 1991. The caches' inventory of standard NFES (National Fire Equipment System) and specialized items was originally designated to support seven hundred and fifty firefighters plus three mobile cache support vans. Currently BFK annually supports an average of 1,815 firefighters and 6 Mobil Support Vans. The additional supplies to meet our support level are provided by Northern Rockies National Cache (MT-NRK) through Restock Orders. The Cache is financed through normal funding procedures on a 3-year planning cycle. The Cache is sponsored by the BIA Rocky Mountain Regional Office (49%) BLM Montana State Office (49%) and Montana State DNRC Southern Lands (2%) through a shared budget plan that is reviewed and signed annually, based on an operation plan and budget review. The 2012 Operations Budget was proposed at \$126,173. This is a 6% reduction for the 2012 budget. The cache receives direction from the East Zone Interagency Board of Directors consisting of the Fire Management Officers or Area Managers from Bureau of Land Management, Bureau of Indian Affairs, Forest Service, National Park Service, US Fish and Wildlife and State of Montana Department of Natural Resources and Conservation. As a functional entity of the Northern Rockies Cache System we also receive direction from the National Interagency Support Cache at Missoula.

### Billings Fire Cache Geographical Zone of Influence

| AGENCY        | UNIT   | OFFICE Name and Location   | ZONE DISPATCH                                  |
|---------------|--|--|--|
| BIA           | MT-CRA<br>MT-FBA<br>MT-FPA<br>MT-NCA<br>MT-RBA | Crow Agency, MT<br>FT. Belknap Agency, Ft Belknap, MT<br>FT. Peck Agency, Poplar, MT<br>Northern Cheyenne Agency, Lame Deer, MT<br>Rocky Boy's Agency        | MT-BDC<br>MT-GDC<br>MT-BDC<br>MT-BDC<br>MT-GDC |
| BLM           | MT-LED<br>MT-MCD<br>MT-BDC<br>ND-DID<br>WY-CDC | Lewistown Field Office, MT<br>Miles City Field Office, MT<br>Billings Field Office, MT<br>Dickinson Field Office, ND<br>Cody Interagency Coordination Center | MT-LED<br>MT-MCD<br>MT-BDC<br>ND-NDC<br>WY-CDC |
| USFS          | MT-CNF<br>ND-DPF                               | Custer National Forest, MT/SD<br>Dakota Prairie National Grassland   | MT-BDC<br>ND-NDC                               |
| USFWS         | MT-FWS<br>ND-JCR                               | U.S. Department of Fish & Wildlife -Eastern MT<br>J. Clark Salyer National Wildlife Refuge   | MT-BDC<br>MT-NDC                               |
| NPS           | WY-YNP<br>ND-TRP                               | Yellowstone National Park<br>Theodore Roosevelt NP   | MT-BZC<br>ND-NDC                               |
| STATE<br>DNRC | MT-EAS<br>MT-NES<br>MT-SOS                     | Eastern Land Office, Miles City, MT<br>Northeastern Land Office, Lewistown, MT<br>Southern Land Office, Billings, MT   | MT-BDC<br>MT-BDC<br>MT-BDC                     |

The Billings Fire Cache serves the East Zone of the Northern Rockies beginning with a North South line generally drawn between Big Timber and Havre. The Zone includes Eastern

Montana, North Dakota, NW South Dakota and areas of Northern Wyoming. Dispatch Centers in the Zone place orders directly with the Billings Fire Cache. In addition to serving the areas within the BFK geographical zone, BFK supports, under the Neighborhood Policy, the Cody Interagency Coordination Center (WY-CDC) in Cody, Wyoming

Customers of BFK include all Federal and State Agencies in the previously listed Zone. It also includes cooperators as established by any mutual support agreements.

## **THE PRIMARY PURPOSE OF BFK**

BFK's support is directed mainly toward Type I, II and III active incidents. We will support local agency Initial Attack where numerous incidents have drawn down their resources. The Type III Incident Management Teams (IMT's) due to their incident and team size are limited in some of their ordering capability. Because they are short some key positions in the Supply and Medical areas there may be a lack of properly certified and accountable personnel to place orders for certain items.

Items are supplied on a temporary loan basis. Durable and accountable items are returned to the cache at the close of the incident. Initial Attack Caches are to maintain supply inventories at a level to handle normal operations. All other incident procurement (including replenishment) should be processed through normal channels (local purchases, GSA, etc.). Direct shipment from vendors, such as GSA, is the most cost-effective way of doing business. **BFK is not equipped or intended to fill non-emergency replenishment orders.**

Type III Team limitations:

- No direct to Cache ordering. Orders must be place through local Dispatch Office.
- May not order Mobile Support Vans.
- May not order the following kits without meeting NRK Incident Medical Specialist requirements.
  - 1835 First Aid Station 500 Person
  - 1727 Trauma Kit
  - 1728 Oxygen Therapy Kit
- Transfers of supplies to a Type III IMT will only be for minimal needs until new orders can be processed through the servicing Cache.
- Type I & II Teams **must** file proper transfer documentation for supplies with the servicing Cache.
- Type I & II Teams **may not** transfer the following medical kits to Type III IMT **unless** NRK Incident Medical Specialist requirements have strictly been met.
  - 1835 First Aid Station 500 Person
  - 1727 Trauma Kit
  - 1728 Oxygen Therapy Kit
- Cache Demob. Specialists generally are not available for these incidents. Check with the servicing Cache.

**FIRE CACHE STAFF**  
**MAIN CACHE PHONE LINE IS: 406-896-2870**  
**FAX LINE IS: 406-896-2881**

| EMPLOYEE NAME<br>TITLE                             | INTERNET E-Mail<br>MTBFK@DMS.NWCG.GOV               | TELEPHONE NUMBERS              |                |                |
|--|---|--------------------------------|----------------|----------------|
|  |   | OFFICE                         | CELLULAR       | RESIDENCE      |
| James Chapman<br><b>Cache Manager</b>              | jchapman@mt.blm.gov<br>jchapman/r1_custer@fs.fed.us | (406) 896-2872<br>Billings, MT | (406) 698-7627 | (406) 323-1427 |
| Owen Richardson<br><b>Asst Cache Mgr.</b>          | orichardson@fs.fed.us                               | (406) 896-2875<br>Billings, MT | (406) 696-5056 | (406) 48-7104  |
| Lonnie Hinz<br><b>Supply Tech.</b>                 | lhinz@blm.gov                                       | (406) 896-2873<br>Billings, MT | (406) 697-2025 | (406) 252-0061 |
| Vacant<br><b>Supply Clerk</b>                      |   | (406) 657-2870<br>Billings, MT |                |                |
| Vacant<br><b>Material Handler</b>                  |   | (406) 896-2870<br>Billings, MT |                |                |
| Rich Edwards<br><b>Material Handler</b>            |   | (406) 896-2870<br>Billings, MT |                |                |
| Bernie Irmen<br><b>Material Handler</b>            |   | (406) 896-2870<br>Billings, MT |                |                |
| Kevin Redfield<br><b>Material Handler</b>          |   | (406) 896-2870<br>Billings, MT |                |                |
| Vacant (4 short-term)<br><b>Materials Handlers</b> |   |                                |                |                |

During fire season (June-Oct.) additional AD staffing is hired. This includes 4 additional Floor Leaders.

**OPERATING HOURS**

| SEASON                  | TIME or FIRE DANGER  | HOURS     | DAYS    | STAFF                               |
|-------------------------|----------------------|-----------|---------|-------------------------------------|
| Pre-Season              | January - May        | 0730-1600 | Mon-Fri | limited availability                |
| Preparedness<br>Level I | Low to Moderate      | 0730-1600 | Mon-Fri |                                     |
| Level II                | Moderate to High     | 0730-1600 | Mon-Fri | ON-CALL                             |
| Level III               | High                 | 0730-1600 | Sun-Sat | ON-CALL<br>& 7 days a week          |
| Level IV                | Very High to Extreme | 0700-1730 | Sun-Sat | ON-CALL 7days, w/<br>extended hours |
| Level V                 | CHAOS                | 0600-1800 | Sun-Sat | ON-CALL 7days,<br>w/ extended hours |
| Post-Season             | October - December   | 0700-1600 | Mon-Fri | limited availability                |

**Keeping in mind the safety of cache staff and drivers, it will be the policy of BFK to be closed from 2300-0600 hours, except for extreme circumstances.**

**ON-CALL FOR 2012 FIRE SEASON**

**During fire season the On-Call person can be reached by calling the Cache at 896-2870**

## **OFF-SEASON**

BFK staffing level is minimal during the off-season, and the cache will not always be staffed and/or open on a daily basis. Off-season access and use of the cache should be prearranged well in advance.

## **ORDERING**

Supply ("S") orders for NFES items should be placed through normal dispatch channels. All cache (NFES) items are ordered as Supplies. Orders to BFK should be limited to those items defined in the NWCG NFES or BFK Catalogs. Nonstandard items must be approved in advance. Orders for all other equipment, supplies, or services, which are not available in the cache, should be placed with a dispatch center.

**All Incident orders must be placed in ROSS through a Dispatch Center.** These include incident, incident support, emergency replenishment, hazardous fuels reduction, pre-positioning, Agency projects, and training. Orders may be placed by approved Dispatch Centers or following the BFK Direct Incident Ordering Policy. All orders to the Cache should be confirmed by a telephone call. If unable to place orders through a local dispatch center, then contact the cache for assistance.

## **Fill or Kill Policy**

Before BFK "kills" (unable to fill) an order, BFK will check with the incident to see if they want the order passed on to the next level National Cache.

- If they do, the order will be passed on to MT-NRK (the National Interagency Support Cache in Missoula) by BFK.
- If they do not, then the order is killed and finalized on that particular request number. This request number is no longer usable.

## **BFK WILL NOTE ANY KILLS OR PARTIAL FILLS IN THE COMMENT LINES ON THE ISSUE AND SHIPPING STATUS REPORTS.**

If the incident requires the remainder of a partially filled item, they will need to reorder (on a new S #). There are no back orders on emergency resource orders. Neither the Billings nor the Missoula caches process back orders.

## **Scheduled Ordering Times**

During the first 36 hours of an incident **only**, BFK will accommodate orders and adjust operating hours as necessary.

**After the first 36 hours, BFK will request that all incidents place supply orders once a day on an arranged schedule.**

## Types of Orders

**Replenishment:** Agencies will use **ROSS** Resource Order to place emergency replenishment orders to BFK. Replenishment orders must be the direct result of incident suppression activities and have the appropriate fire suppression charge code(s). Durable and Accountable items will be supplied as a temporary loan and should be returned within 30 days of the close of the incident to BFK.

**Incident Replacement Requisitions:** Prior to release from incidents, firefighting resources will prepare and have approved by the Supply Unit Leader or Agency Fire Management Officer, an Incident Replacement Requisition (NFES 1300 or 1286) for items which have been lost, consumed, or worn out during the incident. Replacement orders should be placed through ROSS. Any orders placed directly to the cache must have “S” numbers assigned beginning with 100,000 and be processed within 30 days of control of the incident. These items are to be processed by the Supply Unit at the incident, the personnel’s home unit, or the nearest National Geographic Area Cache. **(See Current National Interagency Mob Guid)**

**Routine:** Non-emergency (routine) orders should be directed to the source of supply, e.g., GSA or private vendors. Purchasing direct from the vendor is the most cost-effective way of doing business. BFK is not equipped or intended to fill routine replenishment orders, but can supply a vendor source list. For your convenience, information regarding GSA and DLA is provided in the Introduction Section of the NWCG Catalog. A few sole source items may be ordered from National Geographic Area Caches.

**During the annual cache inventory (generally in November) all order processing is put on hold until the inventory is complete.**

### **Annual Overhead Personnel Ordering:**

BFK can supply Federal Wildland Fire Overhead Personnel at the three Billings, MT offices that are not associated with an initial attack cache with the initial fire gear required by the individuals with Red Card Qualifications. These offices are BIA Rocky Mountain Regional Office, BLM Montana State Office / Billings Field Office, and the Custer National Forest Supervisor’s Office. Employees outside of these specific local offices should go through their local FMO or Initial Attack cache for overhead personnel supply needs. In order to maintain better control of the cache inventory, to reduce administrative tracking of individual personnel equipment, and to fulfill the true purpose of supporting incidents, the following procedure will be followed.

Once a year, prior to May 15th, the local agency Fire Management Officer of the three offices are asked to submit a consolidated resource order for supplying individual overhead with gear necessary for supporting incidents. The following Other Incident Orders will be established each year and maintained by BFK:

Expenditure for these supplies will be charged to 9999 as authorized by the Board of Directors. The cost of initial outfitting of an individual in 2011 will be approximately \$894. These needs are for Initial Outfitting or Replacement of unserviceable items. **All other**



**replacement or exchanges during the year should be done at the incident.** Individuals needing shirts, jeans, and gloves should make arrangements at the cache to be fitted so that the proper NFES number item can be ordered. Wrong sizes of these items will have to be exchanged at the incident. This is especially important for individuals that are attending training, because exchanges may not always be possible at the training site. The following items are available from BFK. (Any additional needs should be provided by the agency through local procurement or GSA.):

**These are the standard items issued to Overhead:**

|                             |      |                 |                              |
|-----------------------------|------|-----------------|------------------------------|
| Shirts                      | 2 EA | NFES -          | varies depending on size     |
| Jeans                       | 2 PR | NFES -          | varies depending on size     |
| Gloves                      | 1 PR | NFES -          | varies depending on size     |
| Fire Shelter w\case & liner | 1 EA | NFES 0925(new)  |                              |
| Hard hat with chin strap    | 1 EA | NFES 0109       |                              |
| Headlamp                    | 1 EA | NFES 0667 (new) | (order batteries separately) |
| Batteries AA                | 1 PG | NFES 0030       |                              |
| Goggles                     | 1 PR | NFES 0318(new)  |                              |
| Earplugs                    | 2 PG | NFES 1027       |                              |
| First Aid Kit, 1-person     | 1 EA | NFES 0067       |                              |
| Pack, Personal Gear         | 1 EA | NFES 1855       |                              |
| Pack, Field, Unisex         | 1 EA | NFES 0674(new)  |                              |
| Bag, Sleeping               | 1 EA | NFES 0022       |                              |
| Canteen w/o cover           | 2 EA | NFES 0037       |                              |

Once the consolidated resource order is received from the FMO, the cache will pull all the supplies at one time and make them available at the cache for the agencies to distribute. A shipping list showing estimated costs will be given to each person when they pick up their order. All orders should be approved by the agency FMO. This order should cover all the supply needs for **red carded** individuals for each unit. **It will not be normal practice to outfit individual overhead or crews at the time of their incident assignments.**

## Supplies

**NOTE:** *For the 2011 fire season please see the current National Mobilization Guide for standardization of the definitions of Equipment and Supplies.* All cache items (NFES items) will be ordered as “S” Supply items. This includes all, but is not limited to, NFES items; mobile cache vans, telecommunications equipment, ATMUs, REMS, RAWs, etc. All NIRSC radio equipment will be ordered as (S) Requests in a ROSS Resource Order. **It is important to note that established ordering channels for radios, ATMU’s, REM’S, and RAW’S is through the local Dispatch Center. BFK’s only involvement with these orders is to provide a point of pick-up and delivery. These units are no-longer pre-positioned at BFK.**

The Billings Fire Cache does not fill #0048 Cubies at the Cache. The Cache does not have the personnel to spare without impacting our capability to Ship, Receive, Return and Refurb supplies in support of active incidents.

## Local Supplies

There are some items that have NFES numbers and are carried by caches, but are stocked only for building kits and are generally not available outside of the kits. Those items include such things as, medical supplies, coffee, pens, pencils, and photocopy paper. The best way to get these individual items is through local purchasing personnel, or to go through the Dispatch Center Supply Desk. If unsure which is best, to purchase an item or order it through the cache, contact BFK for assistance.

**NOTE:** Items such as chain saws and pumps are not normally available from BFK outside of a kit. Contact the Cache Manager if special needs exist.

## MOBILE CACHE SUPPORT VANS

The main purpose for the van is to establish an incident base camp and not to support two hundred fifty firefighters. Cache Support Vans in the Northern Rockies meet the national standards plus they have a complement of additional Northern Rockies items. See the kit packing list in the Kit Section of the BFK Catalog for the kit contents.

Cache vans are ordered on an “S” number through the Billings Fire Cache. BFK maintains six mobile cache vans. BFK will authorize or deny the assignment of a van and will process the issuance of the van to the incident. The cache vans are pre-loaded and can be on the road within an hour during regular business hours; ordering of the tractor will be coordinated with the Billings Dispatch Center Equipment desk. BFK will issue a cache van only when there is an established ICP; the trailer and tractor will not remain on the fire. The items need to be unloaded and the empty trailer brought back to BFK as soon as possible. This will enable the cache to get another van built and ready to dispatch. BFK only has 6 trailers but on average builds 11 vans each year. **NO EMPTY cache van trailers are available from BFK.** See Chapter 70 of the NRCC Mobilization Guide for a listing of other vans and base units within the geographic zone.

## SHIPPING

BFK will call to provide or fax a Shipping Status Report immediately upon filling an order to the incident. This report will serve as notification/confirmation of resources assigned and shipping information. Any partial filled or killed orders will be noted in the comment lines of the Shipping Status Report and followed up by a phone call (if possible) to the dispatch office. If the item is a National Resource or National Critical Item BFK will coordinate with dispatch, per established procedures.

BFK will have transportation arranged through the Billings Dispatch Center Equipment desk. Shipments will be scheduled to arrive at the incident camp no later than 2300 hours. Evening deliveries will be scheduled so that drivers can deliver supplies and return by 2300 hours. Drivers unable to return by 2300 hours will stay overnight at the incident and return in the morning. Otherwise, the shipment will be transported the next morning.

**DRIVERS ARE NOT TO BE UNNECESSARILY DETAINED.**

## RETURNS

All returns must be identified with the return agency identifier, incident name and incident number to ensure proper accountability. **The return documentation needs to contain a full inventory, including NFES catalog numbers, description of items, quantity, and unit of issue of each item being returned.** It is important to ensure accurate crediting of the returns to the correct ordering agency and incident. Upon request, BFK can supply Return Worksheets for specific incidents. Incident Waybill (NFES 1472) form or an equivalent may also be used. **It is the ordering agency's responsibility to return items using the proper procedure, not the caches. Returns must be received at BFK within 30 days from close of the incident and be accompanied with required documentation to accurately reflect incident costs.** For fires, the "control date" is used as the close of an incident. BFK may not be able to accurately credit returns after 30 days from the close of the incident.

The lack of timely return of fire supplies to the cache hampers the ability to supply incidents or other caches. Maximum support can be achieved by prompt return of supplies to the cache that issued them upon demobilization, or sooner if no longer needed. It is strongly recommended that a Cache Demobilization Specialist (CDSP) be ordered for all large incidents and incidents utilizing multiple sources of supply. BFK can usually provide this position.

If items are taken from one incident to another incident (without returning to the cache) both incidents' **MUST** adhere to the Northern Rockies Interagency Cache Policy for transferring supplies between incidents or agencies. **This practice is highly discouraged because it makes tracking and accounting very difficult. If it does occur, make sure all items are carefully inventoried and transferred to the new incident and that documentation is sent to BFK. Only Ready for Issue items should be transferred.** This information will be shared with any other affected caches. This documentation becomes very important in the case of **Trespass Fires**. A Cache Demobilization Specialist should also be considered in these situations.

**Accountable property**, e.g. pumps, chain saws, and radios are usually in short supply and **must** be returned to the issuing cache as soon as the need is over. **If this property is lost or destroyed, written notification must be provided to the issuing cache.** If the item does not operate in satisfactory manner, note the possible cause of the problem on a tag and attach it to the item.

**Do not hold radios on a local unit or reassign to another incident.** They must be returned to the radio cache for refurbishing.

BFK will not credit an incident for returns of out-of-date, condemned, non-standard items or un-repairable items. These items will be replaced and the cost charged to the Incident. If items are damaged or unserviceable, please attach a tag to the item stating the possible problems.

**Caches are NOT hazardous materials disposal facilities.** **All** fueled equipment and fuel containers **must be emptied and mechanically purged BEFORE** shipping back to BFK. This is a DOT regulation subject to penalties. See the BFK Hazmat Haul Back Policy or review the Hazardous Materials section of the BFK Catalog.

## How to Return Items

Extra effort by the incident supply unit in sorting, marking, packing, and inventorying will greatly assist both the incident supply and the receiving support cache.

Please emphasize the use of protective attire, such as latex gloves, leather gloves, dust masks, long sleeved shirts, helmets, etc. when handling used equipment. This is especially important when rolling hose or handling used clothing and sleeping bags/pads.

### **Sort and Separate items:**

by NFES number

used from unused

contaminated (poison ivy/oak, etc.)

Serviceable from unserviceable

The “Fire Equipment Storage and Refurbishing Standards” NFES 2249 guidelines are useful in determining the condition of an item. Coordinate with the issuing cache on disposal of unserviceable items.

If possible, all items should be returned in the original packaging by the standard pack, e.g. 10 shovels per box, 20 helmets per box. Boxed/items should be clearly marked or tagged with NFES number, description, quantity and status; used, unused, damaged, contaminated, not in working order, unserviceable, purged, etc.

## PRE-POSITIONED ITEMS

Pre-positioning of cache items is a management decision. All units can be supplied in a relatively short period of time. Therefore, units must make a realistic assessment and order only what is needed. Pre-position items should be returned as soon as requirements for pre-positioning have ended. **If the items are requested for long-term or permanent retention, arrangements should be made for purchasing the items.**

The following cache items are normally pre-positioned at BFK by the Northern Rockies Cache.

1760      First Aid, 100-person Kits

The 4390 Starter System kit will be pre-positioned from ID-GBK by NRCC this year. BFK will be a delivery and pick-up point for the System in Eastern Montana. However the Cache is not involved in the mobilization/demobilization process. The System will be ordered as “Supply” through the local Dispatch Center Equipment/Supply desk.

**The unit charged with custody (usually the incident) of the radios is responsible to directly ship the unit back to Boise at the end of the incident. DO NOT RETURN IT TO BFK.** It is also the incidents responsibility to perform a complete inventory of the kit items and to disconnect all battery cables (such as in a repeater box), before shipping. The Starter System is sent as one unit (10 boxes and 7 sets of poles), and is not to be split up with out authorization from NIRSC.

**ØØØ PLEASE DO NOT USE FIBER TAPE ON!!! ØØØ**

|                |   |
|----------------|---|
| Backpack Pumps | Remove water. Separate trombone from bag, wrap/tie all parts together with hose rubber bands (#0727) or stretch plastic wrap (#0315/0316)   |
| Chairs         | Remove all signs, tape, etc added at the incident. Plastic wrap 5 to a bundle. Make sure the chairs are cache items and not a contractors, such as the caterer.   |
| Coolers & Jugs | Wash out, drain, and dry. If this is not done it is a health hazard.  |
| Field Pack     | Stuff all components into the main bag.   |
| Flashlights    | Remove batteries.   |
| Heaters        | Put in a box to protect. This is one of the most time consuming items to refurbish.   |
| Headlamps      | Remove batteries. Sort by NFES. Separate serviceable and unserviceable. Dispose of unserviceable items.   |
| Hose           | Sort by NFES. Drain and <b>roll all hose</b> . Do not return hose that was not issued by the cache. It should be returned to the unit that supplied it to the incident. Hand and electric hose rollers are available on order at the caches.  |
| Nomex Clothing | Separate serviceable from unserviceable. Count and put 25 shirts per garbage bag and 20 jeans per bag. If items are contaminated (poison oak/ivy), bag separately and mark bag that items have been contaminated. Always use gloves and long sleeve shirts when handling used clothing.         |
| Poles, Tent    | Sort by Upright or Ridge. Repack in original carton or shrink wrap. Uprights 10EA/BX. Ridge 1 EA/BX, with six parts per pole.   |
| Sleeping Bags  | Sort by NFES. Separate by condition. Identify or mark contaminated. Roll/fold up individually. Stuffing into another bag makes counting more time consuming.  |
| Sleeping Pads  | Use original carton or bundle in groups of 50 with plastic wrap (#0315/0316).   |
| Tables         | Remove all signs, tape, etc added at the incident. Make sure the tables are cache items and not a contractors, such as the caterer.   |
| Tools          | Return ALL tools, regardless of condition. Use original cartons to help prevent injuries. If possible replace sheaths. Bundle in groups of 5 with hose rubber bands (#0727) or stretch plastic wrap (#0315/0316). <b>DO NOT USE FIBER TAPE</b> on tool handles, this tends to ruin the handles. |
| Water Handling | Sort by NFES.   |

**ONLY USE FIBER TAPE ON BOXES**

## ACCOUNTABILITY

**All items sent out of BFK are loans** and will be processed on a Resource Order and entered into an electronic inventory system. All items purchased with emergency funds by the incident become property of the sponsoring agency or the fire cache and are to be marked and used for “Fire Use Only”. An Issue Report will be sent with the cache order. This report must be verified and signed by proper authorities as received and the “original” returned to BFK. When the items have been delivered to the correct destination, the items become the incident’s responsibility. Applicable agency property regulations and the Federal Property Management Regulations apply. The Issue Report will be treated as a formal issue of durable and non-durable goods to an incident. **It is the responsibility of the receiving unit to see that All accountable property, durable property and any RFI consumable goods remaining at the close of an incident are returned to the issuing cache.** It is the responsibility of the receiving unit to prepare reports of loss, or damage, for all durable and accountable property not returned to the cache within 30 days of demobilization. **The Incident Commander or Logistics Section Chief can receive preliminary reports that can be reviewed, signed, and take any follow-up action on these reports up to the incident close out, after that it becomes the responsibility of the jurisdiction agency.** All reports of loss or damage must be submitted to the Incident Agency and

the issuing cache. (See NFES 1139 NWGC HB2, Interagency Incident Business Management Handbook 35.5)

**Accountable Property:** (Also, referred to as Trackable or Capital Equipment.) Items with a purchase price of \$5,000 (USDI) or \$1,000 (USDA) or greater. Accountable property also applies to items that the Incident Agency considers sensitive (e.g., generator, chain saws). These items **MUST** be returned to the cache they were received from. If the items are destroyed, burned over, etc. the remnants should be returned to the cache accompanied by a report of loss/damaged items. The cache property officer has to verify and account for all loss/damaged accountable property.

**Durable Property:** Durable properties are those non-accountable items which have a useful life expectancy greater than one incident (e.g., sleeping bags, water handling accessories, tents, nomex, headlamps, tools). This property may be marked with paint or etching to show "US GOVT", or an agency specific marking. These items should be returned to the supplying cache, or a report of loss/damaged items, should be sent to the cache. Acceptable loss tolerance/use rate vary from 10-30%.

**Consumable Goods:** Consumable goods are items normally expected to be consumed on the incident (e.g., batteries, Meals-Ready-to-Eat, plastic canteens). This property is not marked. Full boxes of these items, can be returned to the cache (BFK). Partial boxes can be distributed to the local administrative unit.

**Communications Equipment:** must be returned to the National Incident Radio Support Cache (NIRSC) at the National Interagency Fire Center in Boise, ID as soon as the incident or the need is over. Please take a moment before sealing the kit box to ensure contents are **inventoried** and will not be damaged in transit. Accountable property reports are included in communication kits; use as necessary to report lost or damaged equipment. Make sure the **battery cables are disconnected and ship directly back to NIRSC not BFK.**

## **FIRE LOSS/USE TOLERANCE**

The goal of property management on incidents is to prevent the loss of property and supplies. To accomplish this goal, Incident Management Teams (IMT) and Incident Agencies were required to develop loss/use tolerance guidelines as required by the OIG Audit. These guidelines are frequently a percentage of the durable property. BFK's Fire Loss/Use Tolerance goal is 10%. If the loss of durable items exceeds loss tolerance guidelines, the IMT needs to provide documentation of the loss to the Incident Agency and issuing cache.

## **CACHE DEMOBE SPECIALIST (CDSP)**

The Billings Fire Cache has 1 CDSP available to support the demobilization of fire supplies from incidents. The specialists will work in cooperation with the incident Logistics Section Chief and the Supply Unit Leader. The CDSP is assigned to and work for the Billings Fire Cache. They are not assigned to the incident.

## **OTHER REFERENCES**

NWCG National Fire Supplies & Equipment Catalog, NFES 0362

Fire Equipment Storage & Refurbishing Standards, NFES 2249 (PMS 448 Revision 2007)  
NICC, NRCC, Zone, and Local Mobilization Guides; specifically section 23 and chapter 70  
Interagency Incident Business Management Handbook, NWCG HB #2, NFES 2160  
Northern Rockies Cache Management Plan

(See NWCG's web site under working teams, forms and publications for electronic copies of some of this items)

## **DISTRIBUTION**

Copies of BFK Annual Operating Plan shall be provided to cache managers, NRCG, coordination and dispatch centers, and fire management officials of all cooperating agencies.

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